



COORDINATOR (LAW ENFORCEMENT), OES

OPEN CONTINUOUS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

EXAMINATION TYPE	This is an open examination. Applications will not be accepted on a promotional basis. Career credits will not be granted
CONTINUOUS TESTING	Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.
HOW TO APPLY	<p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE CUT-OFF DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE <u>NEXT</u> ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <div><div>FILE BY MAIL OR IN PERSON:</div><div>GOVERNOR’S OFFICE OF EMERGENCY SERVICES 3650 SCHRIEVER AVENUE MATHER, CA 95655</div></div> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR OES SERVICE DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, or at http://www.spb.ca.gov/jobs/stateapp.htm on the Internet.</p>
CROSS FILING:	If you meet the entrance requirements for this class and for the Senior Coordinator (Law Enforcement), scheduled on the same day, you may file for both on a single application.
REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.
SALARY RANGE	\$5086 - \$6446
TRAINING & EXPERIENCE EVALUATION	<p>The Training & Experience Evaluation must be submitted with the standard state application in order to participate in this examination. Application received without the Training & Experience Evaluation will be rejected. Go to the Office of Emergency Services website to download the Evaluation at: http://www.oes.ca.gov/WebPage/oeswebsite.nsf/ClientOESFileLibrary/Jobs/\$file/LawExamSupp.pdf</p> <p>Existing law provides that, prior to appointment to a position with full peace officer powers in California, an individual must have:</p> <div><div>1. Within the last three years, served as a peace officer in California; or</div><div>2. Been certified or recertified in the POST basic course within the last three years; or</div><div>3. Successfully completed, through reexamination, the POST basic course waiver process within the last three years.</div><div>and</div><div>Age Requirement: Be at least 18 years of age.</div><div>and</div><div>Citizenship Requirement: Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.</div><div>and</div><div>Driver's License: Applicants must possess a valid Class 3 driver's license prior to appointment. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.</div><div>And</div><div>Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as a peace officer. Such persons are not eligible to compete for, or be appointed to, positions in this class.</div><div>and</div><div>Psychological Screening: Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.</div></div>
SPECIAL REQUIREMENTS	

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

COORDINATOR (Law Enforcement), OES EXAM CODE: 80EAA01		BULLETIN RELEASE DATE: 08/27/08 OECMC CONTINUOUS	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: “to” and “from“ dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>		
MINIMUM QUALIFICATIONS	<p>Experience: Three years of full-time paid police experience in a public agency, one year of which shall have been in a supervisory capacity in a rank not lower than sergeant in a police organization with responsibility of supervising at least ten officers and which has included emergency law enforcement planning, and</p> <p>Education: Equivalent to completion of an Associate in Arts or Science Degree from a community college, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94310(b) and possession of the California Peace Officers Standards and Training basic certificate.</p>		
ADDITIONAL DESIRABLE QUALIFICATIONS	In addition to the knowledge and abilities, possession of the intermediate and supervisory certificates as evidence of increased competency at this level is desirable.		
SPECIAL PERSONAL CHARACTERISTICS	Willingness to work at any time emergencies arises; demonstrated administrative ability; tact; and good personal appearance.		
POSITION DESCRIPTION	Consults with and assists local law enforcement organizations in the development of law enforcement planning and activities in connection with the civil defense program; organizes and prepares civil defense training materials and aids for use by local law enforcement agencies; provides technical guidance and advice to the local law enforcement personnel on security activities, procedures and problems; surveys security requirements and makes recommendations on program and policy matters; facilitates the flow of law enforcement information from Federal and State organizations to regional operational areas and local law enforcement officials; participates in panel discussions, conferences and addresses public gatherings on law enforcement in civil defense; prepares reports and dictates correspondence.		
EXAMINATION INFORMATION	This examination will consist of a Training & Experience Evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.		
TRAINING & EXPERIENCE EVALUATION – WEIGHTED 100%			
<p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Purposes, organization activities and basic legislation of the Office of Emergency Services.2. Objectives, organization and operation of Federal, State and local civil defense and disaster activities with special reference to law enforcement.3. Principles and practices of police administration and organization. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Analyze law enforcement problems.2. Plan the work of a security force.3. Maintain cooperation with local law enforcement personnel.4. Speak and write effectively and prepare clear and concise reports.5. Analyze situations accurately and affect a course of action.			
TESTING PERIOD	The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.		
ELIGIBLE LIST INFORMATION	A departmental open eligible list will be established for the Governor’s Office of Emergency Services. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors’ eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in the period.		
CAREER CREDITS	Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits.		
VETERANS PREFERENCE POINTS	Veterans preference points will be granted in this examination.		



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GENERAL INFORMATION

For an examination without a written feature, it is the candidate’s responsibility **to contact the Governor’s Office of Emergency Services Examination Unit in Sacramento at (916) 845-8321**, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Governor’s Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the Governor’s Office of Emergency Services(eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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